Banner 9 Self-Service Proxy and Super User

The administrative systems under the Banner umbrella include student information systems, financial aid, and human resources. With one place to sign in employees can get their employment information, manage time sheets and leave reports.

1. Go to my.okstate.edu and log in using your Orange Key (O-key) credentials. Click here for assistance with your O-key.

2. Landing Page: Your landing page is customized based on your level of access. Select Self Service to enter your employee information.
3. **Employee Profile 9 Tab:** Select the Employee Profile 9 tab to enter your Employee Dashboard.

4. To act as a Proxy, select **Approve Time** or **Approve Leave Report** under **My Activities**.

5. You may receive a message stating **No Timesheet documents available for approval.** Acknowledge the message by selecting the yellow 1.
6. Select **Proxy Super User**.

7. Select the drop-down menu under **Act as a Proxy for** to select the approver for whom you are acting as a Proxy.

8. Select the appropriate approver from the drop-down menu.
9. In the upper-right hand corner, you will see a message letting you know for whom you are acting as a proxy. Select on **Navigate to Time & Leave Approvals** application to approve time and/or leave. Refer to the **Banner 9 Self-Service Approving Time and Leave** document for instructions on approving time and leave.

10. To add a new proxy (if you are an Approver), select **Add a new proxy** and select a name from the list. NOTE: You can enter a name to search. Select the individual you want to add as your proxy.
11. To delete a proxy, select one or more existing proxies from the list of proxies and select **Delete proxies**.

12. Choose the proxy and select **Delete proxies**.

13. You will receive a message **Are you sure you want to remove the proxy?** Select **Yes** to delete the proxy or proxies.
1. To act as a Super User, select **Approve Time** or **Approve Leave Report** under **My Activities**.

2. You may receive a message stating **No Timesheet documents available for approval**. Acknowledge the message by selecting the **yellow 1**.

4. Make sure the Act as Proxy for is **Self**.
5. Check Act as Time Entry or Act as Leave Report Approvals Superuser as appropriate. Select Navigate to Time & Leave Approvals application.

6. Refer to the Banner 9 Self-Service Approving Time and Leave document for instructions on approving time and leave.

7. When you are done acting as a superuser, either log out or go through the previous steps to uncheck the Act as boxes.

Questions or Problems: Contact helpdesk@okstate.edu or call at 405-744-4357